



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee**

Held on Monday 9th January 2023 at 7.00 pm

At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Utting (Chairman), C Bartrum, P Cutter, L Delves, M Setchfield, E O'Driscoll, B Pope, D Ravenscroft, J Roberts, L Stark, P Symonds, and J Winder.

In attendance: Mrs. S Robson - Town Clerk, PCSO Claire Denton – Ross Safer Neighbourhood Team  
There were no members of the public, and no members of the press present

### **M23/01#01 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)

Councillors D Ciolte, S Cole, D Lister and R Taylor

**RESOLVED – To accept the apologies given.**

Absent – Councillors K Fower, I Gumm,

### **M23/01#02 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

### **M23/01#03 Applications for Dispensations**

None

### **M23/01#04 Report from Ross Police**

PCSO Denton was aware of the councillors' concerns regarding anti-social behaviour, arson, and vandalism, and reported that patrols have been on-going. She was aware that an additional two new CCTV cameras were due to be installed. It appears it is only a small element causing trouble out of a large youth population and that the Police are doing everything they can to stop this element within the town.

A question was asked about a 5-point plan which escalates to more formal actions for repeat offenders causing damage and vandalism. An example of incidents at the Basement Youth Trust (BYT) where the front door was forced, and verbal abuse and threats were made, was referred to. Council was advised the culprits had been interviewed and a question was asked about whether or not an ASBO had been issued. A view was expressed that as there is no feedback given when reports are made it may discourage members of the public to come forward if no action is then taken. PCSO Denton reported that no official police reports had been made regarding incidents at the BYT and therefore there was no evidence, without which the police cannot take action.

A reminder was issued again to ensure calls to 101 are made so they are reported and are within police records.

There was also reference to a report in December which was made regarding an arson attack at the Ropewalk when serious vandalism took place but that the incident was closed before being properly investigated. It was noted that a complaint would be made to follow up on this.

A question was asked about the SID report which has revealed there are a lot of cars still exceeding the speed limit. It was noted that the Mobile Speed Van had been out to Ross and that the handheld camera was often used to deter speeding motorists.

A question was asked about people in town spreading misinformation and whether the Police had any powers to prevent it.

7.20pm PCSO Claire Denton left the meeting

**M23/01#05 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

A question was asked about a business premises at Gloucester Road where scaffolding has been in situ for a long period of time. The Ward Councillor explained he had been in communication with the Enforcement Team, there was a request for further action to be taken to escalate the issue.

**M23/01#06 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

None

**M23/01#07 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

No confidential business to be transacted

**M23/01#08 Management Committee Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 12<sup>th</sup> December 2022.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 12<sup>th</sup> December 2022 be signed as a correct record.**

**M23/01#09 Sub-Committees**

*To receive and note the minutes of the following meetings and approve any recommendations;*

Planning & Development Sub-Committee 3<sup>rd</sup> January 2023 - Deferred

**M23/01#10 Working Groups**

*to receive and note the updated schedule of proposed meetings from the relevant conveners.*

Working Group	Parent Committee	Convenor	Last/Next Meeting Held
Climate & Eco Emergency	Management	Cllr Roberts	Nothing to report
Markets Strategy	CM&T	Cllr Pope	A recent meeting had looked at future plans for the development of the markets
Play Strategy	Amenities	Cllr Pope	The Expression of Interest to be issued to HC shortly. A Working Group meeting to be held in due course to look at potential grant funders
Market House Phase II	Finance & Property	Cllr Utting	A meeting to evaluate the six tender documents has taken place with the Architects. A funding application will be made to seek funds for 50% of the costs. It is hoped the work will start in the summer, but this will be dependent on the funding
Economic Investment Plan	CM&T	Cllr Bartrum	The outcome of the Levelling up Fund application should be known by the end of this month

Keep Ross Tidy	Amenities/ CM&T		A meeting is due to be convened shortly
Dementia Friendly Community	CM&T	Cllr Roberts	Dates have been issued for training at the Library for January/February/March

**M23/01#11 Mayor's Announcements** (for information only)

*to receive a verbal report from the Mayor.*

The Mayor reported he had attended a number of events, full details of which are appended to the minutes.

**RESOLVED – to receive and note the report.**

**M23/01#12 Town Clerk's Report** (for information only)

*to receive and note the verbal update from the Town Clerk*

- CAB Volunteers needed locally to train to become a Generalist Advisor, information to be circulated to promote the opportunity
- Greytrees Rd – there are planned works for the National Grid to upgrade the electricity network taking place commencing 06/03 and a road closure will be in operation

**RESOLVED – to receive and note the report.**

**M23/01#13 Finance– Income & Expenditure 2022/2023**

*To review the budget information for the year to date.*

**RESOLVED – to receive and note the report.**

**M23/01#14 Finance – Accounts for payment** [Cheque signatories to be Cllrs Pope & Symonds]

[Local Government Act 1972 s150 \(5\)](#)

*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

**RESOLVED – to receive and note the report.**

**M23/01#15 Finance – Budget Preview**

The draft budget had been circulated, the Chairman reported his recommendation of an increase to raise the Band D by between 3% and 5% which would be well below the current rate of inflation. He suggested that even with this increase it would leave a deficit in the budget of about £100k which would need to be taken from General Reserves. He reported it might be necessary to look at projects more closely if expenditure needed to be reduced.

It was reported that the Band D figure would have to rise by 24% if the Council wished to set a balanced budget.

There was a counter argument raised to suggest that rather than raising the Band D equivalent there should be a zero increase with the deficit coming from the reserves.

Council was advised that a range of options would be presented formally in a written report to the Council for approval at the February meeting.

The Chairman reported he believed it was important to continue to invest in the town however warned that caution should be taken in reducing the reserves beyond the minimum level recommended in case of other contingencies throughout the year. It was anticipated more challenges were ahead and that being prudent and maintaining adequate reserves was important.

**RESOLVED - to receive and note the verbal report.**

**M23/01#16 Health & Safety**

*To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

A report on behalf of the newly appointed Operations Manager confirmed that monthly Toolbox Talks with the Team were in hand, contractors’ meetings had been arranged, and compliance issues were being monitored through inspections and site visits.

**RESOLVED – to receive and note the report.**

**M23/01#17 Herefordshire Council Funding Schemes via ‘Welcome Back Fund’ and ‘Great Places to Visit’**

*To receive a verbal report and update on progress to date on the approved schemes and projects.*

- The pathway to extend the Buggy Route across Long Acre which had been delayed as a result of the cold weather would be installed before the end of this month, weather permitting
- The digital tourism boards are due to complete the final phase of testing this week, and will then be ready to ‘go live’

**RESOLVED – to receive and note the report.**

**M23/01#18 Official Representatives on Outside Bodies**

*To receive reports from Councillors appointed to represent the Town Council on the following bodies.*

Board of the Community Association	Cllr Utting	Hire charges are rising to cover costs. Wedding Licence review taking place.
Betzdorf Twinning Association	Cllr Cutter	26 <sup>th</sup> May visit to Ross, looking for suitable activities
Conde Twinning Association	Cllr Roberts	Trip to France taking place at the beginning of May which might be difficult for councillors to attend due to the elections
Herefordshire BID Board	Cllr O’Driscoll	Waiting for issues to be resolved with HC
Ross & District Community Land Trust	Cllr Cutter	No face-to-face meetings being held, difficult to see progress to date

**M23/01#19 To confirm date of next scheduled meeting and consider venues for future meetings and propose items for consideration.**

Full Council Meeting – Monday 13<sup>th</sup> February 2023  
 Budget approval and precept setting/Model Farm confirmation of representative for Board Member

There being no further business, the meeting closed at 8.25 p.m.

.....  
 Chairman

.....  
 Date

**Diary Engagements: 13th December 2022 – 9<sup>th</sup> January 2023**

	<b>Mayor</b>	
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Sat 17th Dec 15:00	Ukrainian Christmas Celebrations	Ross-on-Wye
Sat 17th Dec 16:15	Ross-on-Wye Christmas Carnival	Ross-on-Wye
Sun 18th Dec 15:00	Ross Town Band Christmas Concert	Ross-on-Wye
Sun 18th Dec 18:00	Carol Service at St Mary's Church	Ross-on-Wye
Mon 19th Dec 10:00	Opening of Sense	Ross-on-Wye
Sat 24th Dec 09:00	Park Run 5K	Ross-on-Wye
Sat 24th Dec 11:00	Larruperz Christmas meal preparations	Ross-on-Wye



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee**

Held on Monday 13th March 2023 at 7.00 pm

At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Utting (Chairman), C Bartrum, D Ciolte, P Cutter, L Delves, D Lister, E O'Driscoll, B Pope, D Ravenscroft, J Roberts, L Stark, and R Taylor.

In attendance: Mrs. S Robson - Town Clerk, PC Dan Underwood – Ross Safer Neighbourhood Team  
There were two members of the public, and no members of the press present

### **M23/03#20 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)

Councillors M Setchfield, P Symonds and J Winder

**RESOLVED – To accept the apologies given.**

Absent – Councillors S Cole, K Fower, and I Gumm

### **M23/03#21 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

Councillors Bartrum and Roberts declared a Non-Registrable Interest in Agenda Item M23/03#38 Recommendation 5 on the grounds of a personal relationship with the father of a staff member.

### **M23/03#22 Applications for Dispensations**

None

### **M23/03#23 Report from Ross Police**

PC Underwood reported that Community SpeedWatch volunteers are now being vetted so there is progress being made towards getting the initiative started up again. He was aware the issue of shoplifting had been raised recently; it was reported there are normally about 7-13 crimes per month in Ross. There are some known offenders but there are a lot of criminals travelling into the area too which is challenging. There is a problem-solving plan in place and the Police are working their way through the actions. Local businesses are operating a 'what's app' group which works well but business owners must ring in to report any incidents to ensure a response can be made and for evidence gathering in support of additional resources.

The Chairman brought forward agenda item M23/03#25 to enable the members of the public to respond to the police report.

### **M23/03#25 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

Members from Ross Business Association spoke about the amount of crime locally in shops, which has been mainly in the chain stores. Managers have been advised to ensure they report all incidents of shop lifting to the Police. Some shops are experiencing regular occurrences within their stores, but for the managers of the national chain stores it is challenging for them to speak out about the severity of the

problem, also they are not responsible for the store layout, which can cause visibility problems for the staff.

A question was asked as to the level of crime and if the reported figures were higher would more police resource be made available. It was noted the true picture of crime may not be visible if store owners were not reporting crime. There is a Police representative available to go out to stores to advise about layout, but many shops do not want to, or are unable take advantage of the service.

A question was asked as to the level of arrests which have been made by the Police in Ross over the last six months. Whilst this information was not readily available it was noted that Banning Orders are available as a tool however these need to be backed up with evidence, which could be provided by the shops.

The Council agreed it would more actively promote the need to report crimes through its social media channels.

It was reported that a large number of sewage dumps had taken place in the river Wye and Rudhall Brook recently. It was noted there had been a resolution which was passed for a request by Herefordshire Council (HC) to apply for bathing water status, however the Town Council has no powers within its remit to take action. The HC Ward member advised that the information on sewage dumps should be sent to Cllr Harvey at HC.

7.32pm PC Underwood and the two members of the public left the meeting

**M23/03#24 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

It was reported that an update on the scaffolding at a premises in Gloucester Road indicated that the work to the roof would be finished in the next few weeks.

**M23/03#26 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – that agenda item M23/03#38 - ‘Commercial and Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M23/03#27 Management Committee Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 9<sup>th</sup> January 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 9<sup>th</sup> January 2023 be signed as a correct record.**

**M23/03#28 Sub-Committees**

*To receive and note the minutes of the following meetings and approve any recommendations;*

Planning & Development Sub-Committee  
Amenities Sub -Committee

28<sup>th</sup> February 2023  
6<sup>th</sup> March 2023

Community, Markets & Tourism Sub-Committee 7<sup>th</sup> March 2023

**RESOLVED – to receive and note the above minutes as detailed.**

**M23/03#29 Working Groups**

*to receive and note the updated schedule of proposed meetings from the relevant conveners.*

Working Group	Parent Committee	Convenor	Last/Next Meeting Held
Climate & Eco Emergency	Management	Cllr Roberts	Data is being looked at to calculate carbon reduction and a report on the Council's progress will be brought to the next meeting.
Markets Strategy	CM&T	Cllr Pope	The WG has now been disbanded as the remit has been fulfilled.
Play Strategy	Amenities	Cllr Pope	A meeting will be called when the work on the funding applications has been done.
Market House Phase II	Finance & Property	Cllr Utting	Work on the funding application is underway, letters of support from stakeholders have been requested. Once the outcome of the grant application is known work towards selecting a contractor can commence.
Economic Investment Plan	CM&T	Cllr Bartrum	Nothing to report.
Keep Ross Tidy	Amenities/ CM&T		A meeting to discuss publicity will be convened shortly to talk about an educational campaign.
Dementia Friendly Community	CM&T	Cllr Roberts	The training sessions have almost been concluded. Events are scheduled for the Action Week in May.

**M23/03#30 Mayor's Announcements** (for information only)

*to receive a verbal report from the Mayor.*

The Mayor reported he had attended a number of events, full details of which are appended to the minutes.

**RESOLVED – to receive and note the report.**

**M23/03#31 Town Clerk's Report** (for information only)

*to receive and note the verbal update from the Town Clerk*

Nothing to report

**M23/03#32 Finance– Income & Expenditure 2022/2023**

*To review the budget information for the year to date.*

Council was advised there would need to be adjustments made to re-instate some of the income figures to account for VAT for business activities classed as taxable supplies now that a retrospective VAT registration was necessary.

**RESOLVED – to receive and note the report.**

**M23/03#33 Finance – Accounts for payment** [Cheque signatories to be Cllrs Pope & Ravenscroft]

[Local Government Act 1972 s150 \(5\)](#)

*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

**RESOLVED – to receive and note the report.**



**M23/03#34 Health & Safety**

*To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

A report on behalf of the Operations Manager confirmed that monthly Toolbox Talks with the Team were in hand, and compliance issues were being monitored through inspections and site visits.

**RESOLVED – to receive and note the report.**

**M23/03#35 Policies**

*To review the Council’s policy on the following and agree the frequency of the review period;*

- Community Engagement Statement of Intent

It was agreed to defer reviewing the Policy to allow the CMT Sub-Committee an opportunity to reconsider the policy of distributing the Newsletter.

- Complaints Procedure
- Risk Management Policy
- Social Media Policy
- Training Policy

An en bloc vote was called for to accept the proposed amendments to the remaining policies.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve the proposed amendments with immediate effect.**

**M23/03#36 Official Representatives on Outside Bodies**

*To receive reports from Councillors appointed to represent the Town Council on the following bodies.*

Betzdorf Twinning Association	Cllr Cutter	26 <sup>th</sup> May visit to Ross, civic reception at St Mary’s arranged along with a programme of events. Councillors were reminded there was an expectation to attend and encouraged to become members
Board of the Community Association	Cllrs Utting/Lister	Licence is in place to enable them to hold weddings, town council should offer to support them with help on promotions and publicity. A grant from a local developer has also been received to make some improvements within the centre
Conde Twinning Association	Cllr Roberts	Visit to France taking place 5-9 <sup>th</sup> October, councillors welcome to join the Association for the trip
Friends of St Mary’s	Cllr Bartrum	Open Gardens 3-4 June, publicity coming out soon, a big fundraiser for the ‘friends’
Namutumba Twinning Association	Cllr Roberts	Visa applications are in hand and a visit to Ross will be planned for the summer if possible. A donation from Ross Lions has been made to purchase a piggery
Ross & District Community Land Trust	Cllr Cutter	Nothing is happening – to be removed from the list
Library Development Group	Cllr Stark	Summer programme of events, good post covid recovery
Ross Walkers are Welcome	Cllr Taylor	Positive feedback about the extension to the Buggy Route

**M23/03#37 To confirm date of next scheduled meeting and consider venues for future meetings and propose items for consideration.**

Management Committee Meeting – Monday 17<sup>th</sup> April 2023

**M23/03#38 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item M23/03#26 above refers)**

**Commercial and Staff in Confidence**

*To consider the two recommendations from the Amenities Sub Committee meeting on 6<sup>th</sup> March 2023 - Agenda item A23/03#49 in relation to the Service Review*

Amenities Service Review - Recommendation 4

It was noted the proposal had not been budgeted for and that expenditure for the new post would have to come from reserves.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to approve the new full-time post of Street Cleansing Operative for a two-year fixed term contract and give delegated authority to the officers to recruit.**

8.30 pm Councillors Bartrum and Roberts left the meeting having declared an interest

Amenities Service Review - Recommendation 5

The report detailed the costings to move to the proposed model, Council noted the additional expenditure was not budgeted for but would come from reserves.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to approve the proposal to outsource the service and give delegated authority to the officers to manage the process.**

There being no further business, the meeting closed at 8.35 p.m.

.....  
Chairman

.....  
Date

**Mayor/Deputy Mayor Diary Engagements: 14<sup>th</sup> February – 13<sup>th</sup> March 2023**

	<b>Mayor</b>	
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Sun 19th Feb 12:00	Ross-on-Wye Pancake Races	Ross-on-Wye
Tues 28th Feb 18:30	Army Engagement Briefing	Hereford



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee**

Held on Monday 17th April 2023 at 7.00 pm

At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors E O’Driscoll (Deputy Chairman), C Bartrum, S Cole, P Cutter, L Delves, K Fowler, D Lister, M Setchfield, B Pope, D Ravenscroft, J Roberts, L Stark, P Symonds, R Taylor, and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There were three members of the public, and no members of the press present

### **M23/04#39 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)

Councillor J Utting

**RESOLVED – To accept the apologies given.**

Absent – Councillors D Ciolte and I Gumm

The Chair noted this was the last Management Meeting of this Council’s term. Cllr Utting was thanked for supplying some drinks for those present to stay and enjoy at the close of the meeting.

### **M23/04#40 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

### **M23/04#41 Applications for Dispensations**

None

### **M23/04#42 Report from Ross Police**

None

### **M23/04#43 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

It was suggested that a request be made to the next Council for a Ward Member to be nominated as a single point of contact as liaison for the BBLP Public Realm Contract.

### **M23/04#44 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

A question by a local resident was asked in connection to the Mayor’s Coronation Ball and the sale of tickets. The Chair reported this was not Council business as it was the Mayor’s Charity and therefore outside the remit of the Council. The Mayor reported he was happy to talk to the resident outside the meeting.

Several former mayors stated that during their term they had run fundraising events at no cost to the Council and often were subsidised by the mayor from their own finances.

Another councillor stated what a good job Cllr O'Driscoll had done during his time in office, and he should be thanked for his work.

**M23/04#45 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – that agenda item M23/04#57 - ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M23/04#46 Management Committee Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 13<sup>th</sup> March 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 13<sup>th</sup> March 2023 be signed as a correct record.**

**M23/04#47 Sub-Committees**

*To receive and note the minutes of the following meetings and approve any recommendations;*

Finance & Property Sub-Committee 14<sup>th</sup> March 2023

Planning & Development Sub-Committee 28<sup>th</sup> March 2023

Amenities Sub -Committee 3rd April 2023

Personnel Sub-Committee 11<sup>th</sup> April 2023

**RESOLVED – to recommend to the Management Committee that authority be given for £2000 expenditure to engage an outside consultant in carrying out job evaluations for all posts within the Council’s staffing structure.**

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Stark

**RESOLVED – to recommend to the Management Committee approval to amend the Scheme of Delegation for personnel matters.**

Proposed: Councillor Delves  
Unanimous

Seconded: Councillor Pope

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendations.**

**M23/04#48 Working Groups**

*to receive and note the updated schedule of proposed meetings from the relevant conveners.*

<b>Working Group</b>	<b>Parent Committee</b>	<b>Convenor</b>	<b>Last/Next Meeting Held</b>
Climate & Eco Emergency	Management	Cllr Roberts	Nothing to report
Play Strategy	Amenities	Cllr Pope	A meeting will be called when the work on the funding applications has been done.
Market House Phase II	Finance & Property	Cllr Utting	Work on the funding application continues.
Economic Investment Plan	CM&T	Cllr Bartrum	Nothing to report.
Keep Ross Tidy	Amenities/ CM&T		New cleansing operative to be recruited. HC is going ahead with outsourcing enforcement.
Dementia Friendly Community	CM&T	Cllr Roberts	Events are scheduled for the Action Week in May. The application to become a Dementia Friendly Town has been halted as the scheme is taking on any further applications for accreditation.

**M23/04#49 Mayor's Announcements** (for information only)

*to receive a verbal report from the Mayor.*

The Mayor reported he had attended a number of events, full details of which are appended to the minutes.

**RESOLVED – to receive and note the report.**

**M23/04#50 Town Clerk's Report** (for information only)

*to receive and note the verbal update from the Town Clerk*

- Energy & Resource Efficiency Reports for the Old Chapel, Corn Exchange and Market House have been received. An item will be tabled for a future F&P meeting
- New bank account has been set up and the migration should commence soon
- Herefordshire Sustainable Growth Strategy Board is seeking applications for the posts of Chair and Board Member, with a deadline of 18<sup>th</sup> May. Item for inclusion at the Annual Meeting of the Town Council on 15th May
- An invitation from St Mary's Parish Church is extended to a Service of Celebration in honour of the Coronation. It will be taking place on Sunday 7<sup>th</sup> May at 11.00 with a picnic in the Churchyard to follow
- A Coronation Card from the Town will be sent to HM King Charles, there are loose leaf pages for any councillor or staff member wishing to sign. This is being co-ordinated by St Mary's Parish Church, people are being encouraged to use their imagination rather than just signing!

**RESOLVED – to receive and note the report.**

**M23/04#51 Finance– Income & Expenditure 2022/2023**

*To review the budget information for the year to date.*

**RESOLVED – to receive and note the report.**

**M23/04#52 Finance – Accounts for payment** [Cheque signatories to be Cllrs Ravenscroft & Symonds]  
[Local Government Act 1972 s150 \(5\)](#)

*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

A budget update for the new Council was requested.

**RESOLVED – to receive and note the report.**

**M23/04#53 Health & Safety**

*To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

A report on behalf of the Operations Manager confirmed there were no accidents or near misses in March. H&S training and monitoring continues with Hand/Arm Vibration Testing calculations underway. Testing on alarms and emergency lighting is taking place as part of scheduled tests.

**RESOLVED – to receive and note the report.**

**M23/04#54 Ross-on-Wye/ Betzdorf Twinning Association**

*To authorise purchase of gifts for the guests from Betzdorf, Germany at the twinning visit scheduled for May 2023.*

The Council considered the purchase of Souvenir Coronation Mugs for the twinning visitors to mark the occasion.

Proposed: Councillor Cutter  
 Unanimous

Seconded: Councillor Ravenscroft

**RESOLVED – to approve expenditure to a value of £200.00 for the purchase of a gift of Souvenir Coronation Mugs.**

**M23/04#55 Official Representatives on Outside Bodies**

*To receive reports from Councillors appointed to represent the Town Council on the following bodies.*

Betzdorf Twinning Association	Cllr Cutter	26 <sup>th</sup> May visit to Ross, civic reception at St Mary’s arranged along with a programme of events in and around the county. Councillors welcome
Library Development Group	Cllr Stark	£106 funds expected which will provide expansion of football pitches. Excellent news and a reflection on the hard work done by the committee members there to create a social asset for the town
HALC	Cllr Ravenscroft	Finance committee meeting 20 <sup>th</sup> April Executive committee meeting 27 <sup>th</sup> April

The Chairman took the opportunity to remind those present that the pre-election period had commenced and of the need to consider the Council’s Social Media Policy and to encourage compliance. He stated that it was good to see the Council working together and of the importance of not allowing comments to damage relationships by making things personal. Councillors work for the benefit of the town and these behaviours do not serve the town well. He asked that a vote of thanks be given to those councillors standing down.

**M23/04#56 To confirm date of next scheduled meeting and consider venues for future meetings and propose items for consideration.**

Annual Meeting of the Full Council – Monday 15<sup>th</sup> May 2023 – Venue TBC

Switching Dementia Friendly Community from a Working Group to an Outside Body/ Appoint BBLP Public Realm Contract – Ward Councillor Liaison

7.33pm Three members of the public left the meeting

**M23/04#57 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item. (Item M23/04#45 above refers)**

**Commercial in Confidence**

*To consider the recommendations from the Finance & Property Sub-Committee meeting on 14<sup>th</sup> March 2023 - Agenda item FP23/03#41 in relation to the Property Portfolio/Asset Management Review*

**RESOLVED – the sub-committee agreed to recommend to Management/ Full Council**

- i) that the Council’s offices move into the Old Chapel when it becomes vacant in the summer**
- ii) that Made in Ross be offered the upstairs accommodation in the Corn Exchange on a temporary basis subject to the work at the Market House going ahead**
- iii) that arrangements be made to book venues within all wards for Full Council/Management meetings with effect from May 2023 in an effort to increase public engagement and attendance**

An amendment to Item i) was proposed that the Old Chapel Building be rebranded to Ross Town Hall.

There were many positive aspects of the move welcomed and the opportunity of increased engagement with the public, raising awareness about the public being welcome to attend meetings, and the option to live stream meetings. The location for moving the offices would be ideal having disabled parking outside, with close proximity to the bus stop and the Library.

Proposed: Councillor Symonds  
For: 14 Abstention: 1

Seconded: Councillor Stark

**RESOLVED – to approve the proposal and give delegated authority to the officers to manage the process.**

The Council wished to thank the three retiring councillors, David Ravenscroft who served a first term of mayor in 1994 and three more subsequent times, Paul Symonds who had done a huge amount of work and brought a lot of experience to the role in the town and county, and Jane Roberts who had served for sixteen years and in more recent times for her amazing work helping to set up the Community Development Trust.

There being no further business, the meeting closed at 7.52 p.m.

.....  
Chairman

.....  
Date

**Mayor/Deputy Mayor Diary Engagements: 14<sup>th</sup> March – 17<sup>th</sup> April 2023**

	<b>Mayor</b>	
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Sun 19th March	Ross-on-Wye Town Council Civic Service	Ross-on-Wye
Thurs 23rd March	National Day of Reflection	Ross-on-Wye
Fri 31st March	Border Belles Concert	Bridstow
Sat 1st April	Declaration of Herefordshire High Sheriff	Hereford
Sat 1st April	Opening of The Orchards Development	Ross-on-Wye
Sun 2nd April	Greet Daffodil Line	Ross-on-Wye
Tues 4th April	Closing Ceremony of Herefordshire Queen's Green Canopy	Hereford





# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the **Management Committee**

Held on Monday 10th July 2023 at 7.00 pm

At Ashfield Park Primary School, Redhill Road, Ross-on-Wye. HR9 5AU

Present: Councillors J Utting (Chairman), C Bartrum, M Boylan, D Ciolte, V Coker, L Delves, K Fowler, S Freer, D Lister, E O'Driscoll, B Pope, M Setchfield, L Stark, R Taylor, J Vidler and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There were nine members of the public, and no members of the press present

### **M23/07#58 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)

Councillors S Foreman and C Lodea

**RESOLVED – To accept the apologies given.**

### **M23/07#59 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

Councillor Freer declared a Schedule 1 Interest in Agenda Item M23/07#80 being a member of Made in Ross at the Market House.

Councillor Lister declared a Schedule 1 Interest in Agenda Item M23/07#80 due to his employment and on-going discussions in relation to arrangements for a commercial property.

### **M23/07#60 Applications for Dispensations**

None

7.02pm Councillors Ciolte and Setchfield arrived at the meeting

### **M23/07#61 Report from Ross Police**

An email from the Safer Neighbourhood Team confirmed the Council's priorities for the coming quarter had been received. It was noted that further reports will be given in due course. Councillors asked if the quarterly review could include a Police report and statistics relating to the priority areas.

### **M23/07#62 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

A number of questions were asked, and updates were given on the following;

- the maintenance of the Prospect Gardens
- safety concerns at Redhill Road due to restricted pedestrian access
- dangerous junction at Wye St/High St/Edde Cross St – investigations to be made regarding accident statistics along with a recommendation for the Planning Sub-Committee to consider possible further action

**M23/07#63 Public Participation**

Standing Orders Clause 3 (e, f, g & h)

Representatives from the RCULC noted they were pleased to receive confirmation about insurance for the Volunteers who are litter picking within the town, subject to conditions.

Another member of the public responded to comments raised about the question to the Ward Councillor about Redhill Road and that BBLP should carry out the work. The reason given as to the cost being prohibitive was not acceptable as this was a safety issue. The main concern should be to ensure the works are carried out and subsequent action to recharge or take legal action should be considered at a later date once the remediation had been carried out.

The Clerk was asked to write an email on behalf of the Council to the Chief Executive at Herefordshire Council to complain.

The Chairman proposed that Agenda Item M23/07#76 be brought forward

7.20pm Standing Orders were suspended to allow a member of the public from Friends of the Lower Wye to speak. He reported the organisation had been in place for 2 years to take the issues of the river forward. Its aims include working with agencies and government bodies to look at solutions and ideas. The media is now up to speed and providing good coverage, and people power is seeing some results. The Environment Agency has taken on more staff to carry out farm checks as it is recognised that pollution is split between phosphates which makes up 75% with the remainder being sewage discharges. The phosphates come from agriculture through the spread of manure within the catchment area which in turn pollutes the river. This is resulting in a decline in salmon populations along with other species. The Wye is an iconic river, and the Group aims to work with others to restore it to good health. Previous problems had not been dealt with because of poor communication between agencies in England and Wales. A single river commission is working in other areas, and this is now the ambition, and by working with local farmers to give advice and guidance.

7.26pm Standing Orders were reinstated

**M23/07#76 Notice of Motion received from Cllr Ed O'Driscoll on 3<sup>rd</sup> July 2023 that this Council;**

- i) Agrees to become a member of the Wye Catchment Partnership*
- ii) Confirms its commitment to support the recommendations set out in the Working Party Report dated 3<sup>rd</sup> Jul 2023*

*Link to fund: <https://www.gov.uk/government/publications/apply-for-landscape-recovery-funding/applicant-guidance-for-landscape-recovery-round-two>*

Councillor O'Driscoll reported he had been invited to join the Joint Advisory Committee for the Wye Valley AONB. There is an initiative being worked on to make an application to DEFRA for funding through the Landscape Recovery Bid. The recent meeting had discussed solutions to enable funding to see interventions and any necessary actions to ensure the recovery of the river. Local Authorities are being encouraged to join to listen, observe and feedback to the community. Partners within the Group will begin to discuss Terms of Reference and a constitution to enable an application to be made by September when an Expression Of Interest needed to be submitted. Council was encouraged to be part of the conversation and be more closely involved through this partnership.

Questions were raised about allocations of affordable housing within the AONB, but it was recognised this was a separate issue.

Council was also advised that moves by Herefordshire Council (HC) to designate the Wye as a Water Protection Zone had seen no progress yet and questions were asked as to whether a voluntary arrangement such as this could be successful. It was noted there was already a regulatory framework in place and therefore statutory powers are available.

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to agree that the Council become a member of the Wye Catchment Partnership and confirms its commitment to support the recommendations set out in the Working Party Report.**

*i) Appoints a nominated representative*

**RESOLVED - that Councillor O'Driscoll be the Council's nominated representative.**

**M23/07#64 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – that agenda item M23/07#80 - 'Commercial & Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

7.35pm Two members of the public left the meeting

**M23/07#65 Election of Deputy Management Committee Chair**

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to appoint Councillor Stark to be the Deputy Management Committee Chair.**

**M23/07#66 Management Committee Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 17<sup>th</sup> April 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 17<sup>th</sup> April 2023 be signed as a correct record.**

**M23/07#67 Sub-Committees**

*To receive and note the minutes of the following meetings and approve any recommendations;*

Personnel Sub-Committee

13<sup>th</sup> June 2023

Planning & Development Sub-Committee 20<sup>th</sup> June 2023

**RESOLVED - to receive the notice of the intention to dispose of the Prince of Wales, Walford Road and to recommend to the Management Committee that no intention to bid be registered.**

Proposed: Councillor Delves  
For: 12 Abstentions: 4

Seconded: Councillor Ciolte

**RESOLVED - to recommend to the Management Committee that all currently listed Assets of Community Value should remain listed and that the Town Council should submit applications for them to remain listed, those being (1) Crown and Sceptre, Ross-on-Wye, (2) The Drop Inn, Ross-on-Wye, (3) Eagle Inn, Ross-on-Wye, (4) Friends Meeting House, Ross-on-Wye, (5) Kings Arms, Ross-on-Wye, (6) Man of Ross, Ross-on-Wye, (7) Plough Inn, Ross-on-Wye and (8) Prince of Wales, Ross-on-Wye. It was also agreed to recommend that an application be completed for The Riverside Inn, Ross-on-Wye to be listed as an Asset of Community Value.**

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Ciolte

Amenities Sub -Committee

3rd July 2023

**RESOLVED - to recommend to the Management Committee to approve expenditure from the Property Portfolio EMR to a maximum of £7740.00.**

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Winder

Finance & Property Sub--Committee

4<sup>th</sup> July 2023

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendations.**

### **M23/07#68 Working Groups**

*to receive and note the updated schedule of proposed meetings from the relevant conveners.*

Item Deferred from Full Council – Agenda Item 23/06#58 [Meeting 12<sup>th</sup> June 2023]

7.45pm Standing Orders were suspended to allow Jane Roberts to address the Council to talk about the actions taken by the Working Group (WG) prior to the election.

Council was reminded of the resolution passed in 2019. The WG was set up and met twice in Dec 2019 and Dec 2020. It was noted progress had been made on the resolution and in particular to move to a position of zero carbon emissions, with the exception of transport, by 2023. This had been achieved through the work of the office via a number of channels including switching all the electricity contracts to green tariffs. In addition PV Panels were fitted to the roof at Red Meadow toilets which realised a saving of ¾ tonne of carbon. A programme of tree planting had resulted in an additional 200 trees on the Ropewalk and Long Acre which are absorbing carbon every year and the volume will increase as the trees mature. It would be important to look for new ways to offset transport emissions and investigations should be made into how to achieve this, and whether a move to electric vehicles in the future would be viable if they became more cost effective.

The Riverside Maintenance Plan had now been adopted and with its implementation the action plan would see additional future benefits.

There is a role for the WG outside the operational measures which had been considered and it would need to encourage a broader view within the town to help move to a zero-carbon future and enhance biodiversity.

There was sadly no progress made to involve young people and hopefully if the WG moved ahead this could be remedied. There were still further opportunities.

i) *Climate & Eco Emergency Working Group*

- *To receive and note the written report from J Roberts, former Working Group convenor*
- *To discuss and agree proposed Terms of Reference – Agree to delegate to the WG to propose*
- *To appoint councillors to the Working Group and confirm the convenor*

Proposed: Councillor Taylor  
Unanimous

Seconded: Councillor Ciolte

**RESOLVED – to accept and note the verbal report and to agree to set up a new Climate and Eco Emergency Working Group (WG). The Terms of Reference are to be drafted by the WG for approval by the Management Committee. It was agreed to appoint Councillors Taylor, Delves, Freer, and Ciolte and Cllr Taylor was confirmed as the convenor.**

<b>Working Group</b>	<b>Parent Committee</b>	<b>Convenor</b>	<b>Last/Next Meeting Held</b>
Climate & Eco Emergency	Management	Cllr Taylor	Next meeting TBC – WG now set up, Terms of Reference to be agreed
Play Strategy	Amenities	TBC	A meeting is taking place on 14 <sup>th</sup> July to move the project forward. A meeting to look at s106 funding is taking place for Ross East soon.
Market House Phase II	Finance & Property	Cllr Utting	Progress is happening with the funding bids to enable the project to start. The tenders have been received and a decision to appoint the contractor will take place in due course. A number of legacy projects are being looked at.
Economic Investment Plan	CM&T	TBC	HC new administration has identified Model Farm as a priority and once funding is identified there will be further discussions and the Town Council will be invited to become involved. It was agreed to dissolve the Working Group.
Keep Ross Tidy	CM&T	Cllr Winder	A meeting is set for 14 <sup>th</sup> July, there are already a number of ideas being progressed since the last meeting

**M23/07#69 Mayor's Announcements** (for information only)

- i) *to receive a verbal report from the Mayor.*

The Mayor reported he had attended a number of events, including the Armed Forces Cadets Parade for HM King Charles birthday celebrations, and the event at St Mary's Church with local choir Sing out Strong had been excellent.

Also the Children's Book & Arts Festival saw some fantastic entries, prizes were handed out and it was suggested that every child should receive a certificate. Full details of all events are appended to the minutes.

**RESOLVED – to receive and note the report.**

- ii) to invite the previous mayor, Councillor O’Driscoll to make a presentation to Ross Community Development Trust for the proceeds of his Mayor’s Charity fundraising events 2022/2023*

Councillor O’Driscoll presented a cheque for £2355.20 to Ross Community Development Trust, Jane Roberts accepted the cheque and thanked the Mayor for his support.

Councillor O’Driscoll presented flowers to his Consort and the office staff as a thank you for their hard work over the year. He also made a presentation to the Council of a framed photo of the Proclamation of the Ascension at Hereford Cathedral.

**M23/07#70 Town Clerk’s Report** (for information only)

*to receive and note the verbal update from the Town Clerk*

- Councillors were asked to respond to an email sent by the office relating to the Council’s insurance renewal and the need to confirm a declaration regarding financial and criminal activities
- The Clerk reported progress with getting set up for on-line banking had been made
- Volunteers for the Proms event on 16<sup>th</sup> July were called for

**RESOLVED – to receive and note the report.**

**M23/07#71 Finance– Income & Expenditure 2023/2024**

*To review the budget information for the year to date.*

**RESOLVED – to receive and note the report.**

8.15pm one member of the public left the meeting

**M23/07#72 Finance – Accounts for payment** [Cheque signatories to be Cllrs Bartrum & Coker]

[Local Government Act 1972 s150 \(5\)](#)

*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

**RESOLVED – to receive and note the report.**

**M23/07#73 Health & Safety**

*To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

A report on behalf of the Operations Manager confirmed there were no accidents or near misses last month. June’s Toolbox Talk was on ‘Violence in the Workplace’.

**RESOLVED – to receive and note the report.**

**M23/07#74 Council ‘Away Day’**

- i) to discuss arrangements for holding a strategic planning ‘away day’ for all councillors and staff.*
- ii) to approve expenditure to engage a facilitator*
- iii) to agree arrangements including date, time and venue*

8.20pm Councillor Pope left the meeting

Proposed: Councillor Utting  
For: 13 Abstentions: 2

Seconded: Councillor Boylan

**RESOLVED –to hold the Away Day on Friday 27<sup>th</sup> October and approve expenditure to a maximum of £1000 to include the cost of the facilitator, room hire and catering. The appointment of Elisabeth Skinner to facilitate the event and complete the write up notes was approved.**

**M23/07#75 Police & Crime Commissioner’s Town & Parish Council Survey 2023**

[Deadline 14<sup>th</sup> August 2023]

*To consider the Council’s feedback to the survey and authorise a nominated councillor to respond on its behalf.*

The Committee discussed the questions, in particular about the issue of crime and anti-social behaviour within the Town.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O’Driscoll

**RESOLVED – to appoint Councillor Utting to respond on behalf of the Council, comments to be forwarded to the Community Development Officer by Friday 14<sup>th</sup> July, to co-ordinate a response.**

**M23/07#77 Policies**

*To review the Council’s policy on the following and agree the frequency of the review period;*

8.30pm Cllr Boylan and one member of the public left the meeting

- Apologies for Absence [Last Reviewed March 2022]
- Community Engagement Statement of Intent [Last Reviewed January 2021] (Item Deferred from Management Committee – Agenda Item M23/03#35 [Meeting 13<sup>th</sup> March 2023])
- Safeguarding Policy [Last Reviewed January 2022]

An en bloc vote was called for to accept the proposed amendments to all the policies.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Winder

**RESOLVED – to approve the proposed amendments with immediate effect.**

**M23/07#78 Official Representatives on Outside Bodies**

*To receive reports from Councillors appointed to represent the Town Council on the following bodies.*

Dementia Matters Here(fordshire)	Cllr Freer	Looking for additional funding to allow for training within the Group for it to continue to expand. It has become a national exemplar due to its success.
Herefordshire D Bid	Cllr O’Driscoll	Meeting in Ledbury on 11 <sup>th</sup> July
Ross Charity Trustees	Cllr Coker	Meeting this week
Library Development Group	Cllr Freer	Meeting this week

**M23/07#79 To confirm date of next scheduled meeting and propose items for consideration.**  
*Management Meeting – Monday 11<sup>th</sup> September 2023 – Venue John Kyrle High School*

Review of meeting protocols / Live streaming and recording of meetings

8.37pm Four members of the public and Councillor Setchfield left the meeting and there was a brief recess

8.39pm the meeting resumed

**M23/07#80 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item.**

**(Item M23/07#64 above refers)**

**Commercial & Staff in Confidence**

To consider the recommendations from the Personnel Sub-Committee meeting on 13<sup>th</sup> June 2023 - Agenda item P23/03#41 in relation to the confidential report from the external consultant regarding the job evaluations.

**RESOLVED – to recommend to the Management Committee the proposed increases as set out in the Summary of Assessments in the Confidential Report (effective from 1<sup>st</sup> August 2023).**

The chair reported that the Council has expanded its scope of work and the professionalisation needed has meant posts should be reviewed. He expressed the staff had to be paid appropriately for their work and the Council must consider how to retain staff.

8.41pm Councillor Setchfield returned to the meeting

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O’Driscoll

To consider the recommendations from the Finance & Property Sub-Committee meeting on 4<sup>th</sup> July 2023 - Agenda item FP23/07#60 i) & ii)

*i) to receive confidential written report on previously tabled Recommendation from the Amenities Service Review, for recommendation to the Management Committee for approval.*

**RESOLVED – to recommend to the Management Committee that approval under delegated authority be given to the Clerk to award a five-year contract as outlined in the confidential report, subject to a satisfactory meeting with the two contractors shortlisted to deliver a presentation.**

The report demonstrated the clear benefits and savings in indirect costs for management time which would be realised if the outsourcing proposal goes ahead. There was a question raised about potential cost benefits for direct labour. The proposal to invite the two short-listed contractors to give a presentation was confirmed and it was suggested that Cllrs Winder & Utting be invited to attend.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Setchfield



**RESOLVED – to give delegated authority for the clerk to approve a five-year contract to outsource the cleaning at a maximum contract value of £150,000.**

8.53pm Councillor Freer declared an interest and left the meeting.

ii) *to consider request from existing tenant for an extension of twelve months to the lease.*

**RESOLVED – to recommend to the Management Committee that an extension to the lease of six months should be offered to the tenant at a commercial rate.**

8.56pm Councillor Lister declared an interest and left the meeting.

It was recognised that disruption to the Council’s ambitions would be minimal however it would be critical that the move of the Council’s offices to the Old Chapel would have to be managed to ensure the timeframe for the works to the Market House would not be negatively impacted.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O’Driscoll

**RESOLVED – to approve the request to grant a six-month lease extension to Herefordshire Council for the Old Chapel at a cost of £15,000 plus payment of the Council’s legal costs. Delegated authority was given to the Clerk to manage the process.**

There being no further business, the meeting closed at 8.59 p.m.

.....  
Chairman Date

**Mayor/Deputy Mayor Diary Engagements: 12<sup>th</sup> June – 10<sup>th</sup> July 2023**

<b>Mayor</b>		
<b>Start</b>	<b>Subject</b>	<b>Location</b>
Wed 14th June 10:00	Falklands Flag Raising	Ross-on-Wye
Wed 14th June 11:00	St Mary's Eco Team tour	Ross-on-Wye
Sat 17th June 14:00	County Cadet Coronation Review	Hereford
Mon 19th June 10:00	Armed Forces Day Flag Raising	Ross-on-Wye
Sun 25th June 14:00	Sing Out Strong Concert	Ross-on-Wye
Mon 26th June 11:30	Westbank Care Home - start of care week	Ross-on-Wye
Wed 28th June 11:30	Visit to Kilmaha	Ross-on-Wye
Sun 1st July 10:00	Children's Book Festival	Ross-on-Wye
Sun 1st July 16:00	Ladies Football Tournament - Ross Juniors	Ross-on-Wye
Fri 7th July 17:30	Choral Evensong	Gloucester
Sat 8th July 14:30	Scouts Camp - Three Counties Showground	Malvern
Sun 9th July 14:00	Violette Szabo Museum	Woolhope
<b>Deputy Mayor</b>		
Sat 24th June 12:00	Rosstock at Rugby Club	Ross-on-Wye



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the Management Committee

Held on Monday 11th September 2023 at 7.00 pm  
At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Utting (Chairman), C Bartrum, D Ciolte, V Coker, L Delves, S Foreman, S Freer, D Lister, E O'Driscoll, B Pope, M Setchfield, L Stark, R Taylor, J Vidler, and J Winder.

In attendance: Mrs. S Robson - Town Clerk

There were three members of the public, and no members of the press present

### **M23/09#81 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)

Councillor K Fowler and C Lodea

**RESOLVED – To accept the apologies given.**

Absent – Councillor M Boylan

### **M23/09#82 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

### **M23/09#83 Applications for Dispensations**

None

**M23/09#84 Report from Ross Police** - It was agreed to defer Agenda Item #84 as there was no Police representative available to attend.

- i) To receive a verbal report from a representative of the Safer Neighbourhood Team (for information only).*
- ii) To note the Local Policing Community Charter and agree three priorities for the Safer Neighbourhood Team in Ross for the Oct-Dec quarter.*

### **M23/09#85 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

No questions were asked, the following updates were given;

- Footpaths along Archenfield Road completed, positive comments received
- Ward councillors reminded people they do not need to wait for meetings to make reports on issues

### **M23/09#86 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

A local resident reported a conversation with his Ward Councillor concerning weed spraying in the residential areas and reported his disappointment that this is no

longer routinely done. He also reported trees overgrowing on the pavement that are routes to schools, and a pothole which had been repaired on Brampton Hill. In addition, an enquiry was made regarding the possibility of improving white lining on the roads. A plea was made for the county councillors to work together to put pressure on Herefordshire Council to improve the access ways into the town. A reminder was issued to report these things on 'fix my street' or to Herefordshire Council direct via their website, under the section 'report a problem'.

**M23/09#87 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

No confidential business to be transacted

**M23/09#88 Management Committee Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 10<sup>th</sup> July 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 10<sup>th</sup> July 2023 be signed as a correct record.**

**M23/09#89 Sub-Committees**

*To receive and note the minutes of the following meetings and approve any recommendations;*

Planning & Development Sub-Committee 18<sup>th</sup> July 2023

Community, Markets & Tourism Sub-Committee 25<sup>th</sup> July 2023

**RESOLVED – It was recommended that an Armed Forces Representative be requested at the Full Council meeting in September and if no other volunteer was forthcoming, it was agreed Cllr R Taylor be nominated.**

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Setchfield

Planning & Development Sub-Committee 15<sup>th</sup> August 2023

Amenities Sub -Committee 4<sup>th</sup> September 2023

Finance & Property Sub-Committee 5<sup>th</sup> September 2023

**RESOLVED – to recommend to the next Management Committee a request for approval of expenditure from the Property Portfolio EMR, once the outcome of the bid to the National Lottery Heritage Fund is known, to enable the appointment of the main contractor.**

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendations.**

**M23/09#90 Working Groups**

- i) *to review and consider proposed Terms of Reference for the Climate and Eco Emergency Working Group.*

Proposed: Councillor Taylor  
Unanimous

Seconded: Councillor Freer

**RESOLVED – to accept the Terms of Reference as proposed.**

- ii) *to receive and note the updated schedule of meetings from the relevant conveners.*

Working Group	Parent Committee	Convenor	Last/Next Meeting Held
Climate & Eco Emergency	Management	Cllr Taylor	Meeting 24 <sup>th</sup> August held to discuss the Terms of Reference
Play Strategy	Amenities	Cllr Pope	Next meeting planned for 29 <sup>th</sup> Sept, meeting with JKHS shortly, and involvement with primary schools is also desirable. Pursuing idea of joint working with CDT to discuss access to funding
Market House Phase II	Finance & Property	Cllr Utting	Architect's report set out a timetable of project milestones. The next action is to appoint contractors, needs to be in hand no later than November
Refresh Ross	CM&T	Cllr Winder	Next meeting planned for 6 <sup>th</sup> October regarding Rubbish Fest in November, workshops booked and food stalls. Herefordshire Wildlife Trust is planning a pop-up shop which will tie in with the event too

**M23/09#91 Mayor's Announcements** (for information only)

*to receive a verbal report from the Mayor*

The Mayor reported he had attended a number of events over the summer including three flag raising events and a networking breakfast with the Rifles in Hereford. He reminded councillors that raffle tickets would be available as part of his joint fund-raising evening with Ross Sports Centre on 30<sup>th</sup> September, a bingo night.

**RESOLVED – to receive and note the report.**

**M23/09#92 Town Clerk's Report** (for information only)

*to receive and note the verbal update from the Town Clerk*

- The Society of Local Council Clerks has renewed its call on government to consider the re-instatement of virtual and remote meetings for local councils in England – an amendment to the Levelling up and Regeneration Bill returns to the House of Commons in the Autumn, and it is proposed this is considered as part of that debate
- Councillors' surgeries have recommenced, a reminder to let the office know of any changes to those attending so publicity can be updated accordingly. Also, to ensure that GDPR is observed the Feedback Form must be completed and handed back to the staff for archiving
- A letter of support on behalf of the Town Council was sent in July to Herefordshire Council in their efforts to obtain funding from the Community Safety Partnership to introduce a scheme to help Ross' retailers in managing antisocial behaviour taking place within the night time economy. This was one of the Council's priorities when it considered the Police Charter in July.

**RESOLVED – to receive and note the report.**

**M23/09#93 Finance– Income & Expenditure 2023/2024**  
*To review the budget information for the year to date.*

**RESOLVED – to receive and note the report.**

**M23/09#94 Finance – Accounts for payment** [Cheque signatories to be Cllrs Freer & O’Driscoll]  
[Local Government Act 1972 s150 \(5\)](#)  
*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

**RESOLVED – to receive and note the report.**

**M23/09#95 Finance - External Audit /Annual Return for Year Ending 31<sup>st</sup> March 2023.**  
*To receive and note the conclusion from the External Auditor’s certificate and opinion and confirm a copy of the Notice of Conclusion of Audit has been displayed.*

**RESOLVED – to receive and note the report.**

**M23/09#96 Health & Safety**  
*To receive a verbal update on the application of the Council’s Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

A report on behalf of the Operations Manager confirmed there were no accidents, one near miss in August concerning glass in the toilets’ coinage. July’s Toolbox Talk was on ‘Slips, trips and falls’ and August’s on ‘Manual Handling’

**RESOLVED – to receive and note the report.**

**M23/09#97 Policies**  
*To review the Council’s policy on the following and agree the frequency of the review period;*

- Home and Hybrid Working Policy [Last Reviewed July 2022]
- Publication Scheme [Last Reviewed January 2021]
- Sustainability Policy [Last Reviewed October 2021]

It was agreed that further revisions were needed to the Sustainability Policy, it was proposed to defer that until the October meeting. The remaining two policies were accepted.

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Delves

**RESOLVED – to approve the proposed amendments with immediate effect.**

**M23/09#98 Notice of Motions received from Cllr Valerie Coker on 26th July 2023 that this Council;**

- i) *resolves that item 3i of Standing Orders be enforced that ‘a person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.’*

Proposed: Councillor Coker

Seconded: Councillor Bartrum

Councillor O'Driscoll requested an amendment to the motion be made so that Standing Order 3i) should say *'a person shall raise his hand when requesting to speak and may stand when speaking'*

Proposed: Councillor O'Driscoll

Seconded: Councillor Lister

A vote was taken on the amended motion and was For: 14 Against: 1

**RESOLVED – to recommend to Full Council that Standing Order 3i) should be amended to state that 'a person shall raise his hand when requesting to speak and may stand when speaking' and to delete the remaining bracketed section and final sentence of the original clause.**

*ii) resolves to introduce a dress code for councillors.*

Councillor Coker advised she had been approached by a resident regarding, what they felt was, the poor state of dress by some councillors at meetings. She sincerely apologised and expressed that her motion was not meant to offend anyone. She stated her belief that in previous terms there had been a dress code in force for councillors attending meetings, and that she had canvassed some former councillors who confirmed this had been the practice. She expressed her opinion that being a councillor is a privilege and the role is worthy of showing respect for the office. She proposed that smart casual dress would be acceptable and was not proposing anything rigid. She recognised there may be a difference of opinion about what that would look like.

Other councillors expressed a range of views opposing the proposal. In the main councillors felt they represented people within Ross who dressed and looked like them, which made the role of councillor more easily relatable. There was a strong sense that introducing a dress code may leave people feeling intimidated at the prospect of having to get dressed up. Many comments were made expressing the view that councillors were reflective of the diversity within the town. The consensus was clearly in favour of having councillors who were actively involved in the important issues facing the town rather than being pre-occupied with what clothes were being worn. Several former mayors expressed an opinion that when attending formal functions but wearing less formal attire, the relaxed style had been welcomed as more approachable. It was felt that any move towards the introduction of a dress code would deter younger people and it was important not to allow barriers that will stop people from standing to represent their community.

Proposed: Councillor Coker

Seconded: Councillor Bartrum

For: 1 Against: 14

The motion failed.

**M23/09#99 Notice of Motions received from Cllr Ed O'Driscoll on 1<sup>st</sup> September 2023 that this Council;**

- i) amends the Bank Mandate to include the Town Clerk as an authorised signatory in order to accommodate electronic payments.*
- ii) amends Financial Regulations No. 5 – 'Banking Arrangements and Authorisation of Payments' & No. 6 – 'Instructions for the Making of Payments' to reflect the proposed revisions to the signing mandate.*

Proposed: Councillor Utting

Seconded: Councillor Foreman

Unanimous

**RESOLVED – to approve the addition of the Town Clerk as a signatory to the bank mandate for the purposes of making on-line payments and to agree to make the necessary changes to the Financial Regulations as proposed. It was agreed this should be tabled at a future F&P Sub-Committee to enable a review and report to Management/Full Council in the new year to ensure the procedures are sufficiently robust.**

**M23/09#100 Hereford & Worcester Fire & Rescue Service**

**Community Risk Management Plan 2025-2030** [Deadline 1<sup>st</sup> October 2023]

*To consider the Council's feedback to the Stakeholder Questionnaire and authorise a nominated councillor to respond on its behalf.*

Councillors were asked on their observations on risks they are aware of in the town to enable the identification of any particular issues. Comments to be made to the office in writing by Friday 22<sup>nd</sup> September for collation and completion by 29<sup>th</sup> September.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Foreman

**RESOLVED – to authorise Councillors Delves and Utting to respond to the consultation on behalf of the Council.**

**M23/09#101 Future Meetings**

*i) to confirm date of next scheduled meeting and propose items for consideration. Management Committee meeting – Monday 9<sup>th</sup> October 2023.*

Daffodil Bus review/Awayday review

*ii) to review decision to trial Full Council/Management Meetings off site for twelve months, effective from May 2023, and consider potential options.*

It was noted some difficulties had been identified mainly due to the lighting at some of the offsite venues. It was felt necessary that a review of the venues available would be necessary to see what reasonable accommodations could be made to enable all councillors to participate fully at meetings.

It was noted by some that whilst the decision to stop the trial was understood, it would be a shame if the Council didn't find a way to make this work as it would help with public engagement and going out to the wards would be one way to achieve this.

Proposed: Councillor Utting  
For: 12 Against: 2 Abstention: 1

Seconded: Councillor Coker

**RESOLVED – to revert to holding all Council meetings at the Corn Exchange and to defer the debate to the 'Awayday' as one of the subjects for discussion.**

*iii) to consider the option to broadcast/livestream council meetings.*

It was recognised there is a desire by some residents for more involvement, but it is not always possible for them to attend meetings. Also, times have changed since Covid when remote meetings were common, and some councils have taken to live streaming meetings with some success.

The need to amend policies to enable this to happen was noted along with the technical challenges if meetings revert to being held at outside venues.

Proposed: Councillor Lister

Seconded: Councillor Winder

For: 14 Abstention: 1

**RESOLVED – to authorise the Clerk to produce a written report tabling the pros and cons to include a recommendation about how to manage a switch to live streaming and the financial, technical, logistical and resource implications.**

**M23/09#102 Official Representatives on Outside Bodies**

*To receive reports from Councillors appointed to represent the Town Council on the following bodies.*

Betzdorf Twinning Association	Cllr O’Driscoll	Cllr O’Driscoll would be visiting Betzdorf on behalf of the Mayor to commemorate the 70 <sup>th</sup> anniversary of the founding of Betzdorf
Ross Sports Centre	Cllr Stark/Lister	S106 funding had enabled two new football pitches, the remaining money was being used to upgrade the external fabric of the building
HALC Executive	Cllr Foreman	Proposed change regarding the publication of the Register of Interests, and proposals not to submit again if nothing changes at an election
Walkers are Welcome	Cllr Taylor	Enquiries to recruit a new Footpaths Officer had been made

There being no further business, the meeting closed at 8.46 p.m.

.....  
Chairman

.....  
Date

**Mayor/Deputy Mayor Diary Engagements: 11<sup>th</sup> July – 11<sup>th</sup> September 2023**

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Thurs 11th July 14:00	St Joseph's classroom building project	Ross-on-Wye
Fri 14th July 19:00	Bishop of Hereford, Evening Drinks Reception	Hereford
Thurs 20th July 18:30	High Sheriff evening reception	Hereford
Fri 22nd July 10:30	Three Choirs Opening Ceremony	Gloucester
Weds 26th July 14:00	Lord Mayor of Birmingham - Merton House	Ross-on-Wye
Thurs 27th July 10:00	Flag Raising Korean War	Ross-on-Wye
Tues 15th Aug 10:00	Flag Raising National VJ Commemoration	Ross-on-Wye
Thurs 17th Aug 10:30	Agincare Home Care Branch official opening	Ross-on-Wye
Fri 1st Sep 16:00	H.art week - St Mary's and Market House	Ross-on-Wye
Sat 2nd Sep 10:00	Flag Raising National Merchant Navy Day	Ross-on-Wye
Thurs 7th Sep 08:00	Networking breakfast at Sulva Barracks	Hereford





# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the Management Committee

Held on Monday 11th December 2023 at 7.00 pm  
At the Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Utting (Chair), C Bartrum, M Boylan, D Ciolte, V Coker, L Delves, S Foreman, S Freer, D Lister, E O'Driscoll, B Pope, M Setchfield, L Stark, R Taylor, J Vidler, and J Winder.

In attendance: Mrs. S Robson - Town Clerk and Mrs. C Boyles – Deputy Town Clerk  
There were no members of the public, and no members of the press present

### **M23/12#103 Apologies for Absence**

[Local Government Act 1972 S85 \(1\)](#)

Councillors K Fowler and C Lodea

**RESOLVED – To accept the apologies given.**

### **M23/12#104 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

### **M23/12#105 Applications for Dispensations**

None

### **M23/12#106 Report from Ross Police**

*To receive a verbal report from a representative of the Safer Neighbourhood Team (for information only).*

None present

### **M23/12#107 Herefordshire Councillor Ward Enquiries**

*Town Council Members to raise issues with the Ward Councillors, on matters to be dealt with at County level.*

An update on a recent decision by Hereford City Council to withdraw funding for the CCTV scheme was given. It was noted that under the Crime and Disorder Act 1998 s17, a duty is conferred on local councils to take measures to reduce crime and a question was therefore asked as to how the decision could have been taken without an Impact Assessment. Ward Members were asked to take this to Herefordshire Council on behalf of the towns to consider available options to allow the service to continue.

### **M23/12#108 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

None

**M23/12#109 To resolve to exclude members of the press and public**

[Public Bodies \(Admission to Meetings\) Act 1960](#)

*To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.*

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Stark

**RESOLVED – that agenda item M23/12#125 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**M23/12#110 Management Committee Meeting Minutes**

[Local Government Act 1972 schedule 12 para 41\(1\)](#)

*To confirm and sign the minutes of the ordinary meeting of the Management Committee held on Monday 11<sup>th</sup> September 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Management Committee held on Monday 11<sup>th</sup> September 2023 be signed as a correct record.**

**M23/12#111 Sub-Committees**

*To receive and note the minutes of the following meetings and approve any recommendations;*

Amenities Sub -Committee

6<sup>th</sup> November 2023

Community, Markets & Tourism Sub-Committee

14<sup>th</sup> November 2023

The Deputy Town Clerk reported a recent problem with the Market House Christmas Lights as the timer appeared to have been tampered with. It was noted that the Council could be incurring additional cost if the issue could not be rectified and that solutions to change the method of setting the timer should be deferred to the Sub-Committee for debate.

Planning & Development Sub-Committee

5<sup>th</sup> December 2023 Deferred

**RESOLVED – to receive and note the above minutes as detailed and approve the Sub-Committee recommendations.**

**M23/12#112 Sub-Committee appointments**

- i) to receive and accept the resignation of Councillor Lodea from the Community, Markets & Tourism Sub-Committee*
- ii) to approve the request from Councillor Winder to join the Community, Markets & Tourism Sub-Committee*

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O’Driscoll

**RESOLVED – to accept the resignation of Councillor Lodea and approve the appointment of Councillor Winder to the Community, Markets & Tourism Sub-Committee.**

**M23/12#113 Working Groups**

*to receive and note the updated schedule of meetings from the relevant conveners.*

<b>Working Group</b>	<b>Parent Committee</b>	<b>Convenor</b>	<b>Last/Next Meeting Held</b>
Climate & Eco Emergency	Management	Cllr Taylor	A group looking at a Local Nature Recovery Programme has started work on a County wide plan
Play Strategy	Amenities	Cllr Pope	The Community Ownership Fund was being considered, the process of looking at the details of the scheme has commenced
Market House Phase II	Finance & Property	Cllr Utting	A Letter of Intent has been signed and a meeting to sign the Contract will be imminent. The Pilgrim Trust funding application has been successful with an award of £25k, the outcome of the final bid would be known before the end of the month
Refresh Ross	CM&T	Cllr Winder	A meeting in the New Year to be arranged

**M23/12#114 Mayor's Announcements** (for information only)

[a full list of engagements is appended to the minutes]

iii) *to receive a verbal report from the Mayor*

The Mayor reported he had attended a number of events in the run up to the Festive Period, in particular the two concerts at St Mary's Church with The Border Belles and The Penyard Singers which had been very enjoyable.

**RESOLVED – to receive and note the report.**

**M23/12#115 Town Clerk's Report** (for information only)

*to receive and note the verbal update from the Town Clerk*

No report

Councillors Utting and Bartrum paid tribute to the Clerk over her time with the Council. There had been many changes including taking on a number of asset transfers, and all the increased responsibilities that had brought. Councillor Utting acknowledged her advice and support and wished her well in the future.

**M23/12#116 Finance– Income & Expenditure 2023/2024**

*To review the budget information for the year to date.*

**RESOLVED – to receive and note the report.**

**M23/12#117 Finance – Accounts for payment** [Cheque signatories to be Cllrs Freer & O'Driscoll]

[Local Government Act 1972 s150 \(5\)](#)

*To receive and note items of expenditure paid since the last meeting and accept schedule of updated payments.*

**RESOLVED – to receive and note the report.**

**M23/12#118 Finance – Earmark Reserve Accounts (EMR)**

*To approve authority for the Community, Markets & Tourism Sub-Committee to commit expenditure to a maximum of £12,041.00 from the Christmas EMR and the Great Places to Visit EMR for the purchase of new 'hedgehog' Christmas Lights for installation on lighting columns.*

Proposed: Councillor O'Driscoll  
For: 14 Against: 1 Abstention: 1

Seconded: Councillor Taylor

**RESOLVED – to approve expenditure for new Christmas lights from the EMR funds.**

**M23/12#119 Health & Safety**

*To receive a verbal update on the application of the Council's Health & Safety Policy, consider any outstanding actions from the Audit and to report any accidents or near misses.*

A report on behalf of the Operations Manager confirmed there were no accidents or near misses. November's Toolbox Talk was on 'accident and near miss reporting'.

**RESOLVED – to receive and note the report.**

**M23/12#120 Policies**

*To review the Council's policy on the following and agree the frequency of the review period;*

- Risk Management [Last Reviewed March 2023]

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor O'Driscoll

**RESOLVED – to approve the proposed amendments with immediate effect.**

**M23/12#121 Herefordshire Council – Consultation** [Consultation Deadline 18<sup>th</sup> December 2023].

- To review and consider the proposal by BT to remove street payphones within the town at;  
O/S River View, Brampton Street – total calls during last 12 months - 50  
O/S John Kyrle High School, Three Crosses Road - total calls during last 12 months - 23*
- To consider community adoption scheme if the removal is approved*

Council agreed to defer considering adoption as its preferred option was to retain both telephone boxes.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Lister

**RESOLVED – it was agreed that a request be made to retain the two phone boxes for their existing use due to their close proximity to the school and to potentially protect vulnerable people.**

**M23/12#122 Herefordshire Council – Consultation** [Consultation Deadline 13<sup>th</sup> December 2023].

**Public Space Protection Order (PSPO) – Dog Exclusion Orders**

- To review and consider the proposed renewal by HC of the PSPOs due to expire on 26/03/2024*
- To consider any new areas to be included within the PSPO*

Proposed: Councillor Stark  
Unanimous

Seconded: Councillor Freer

**RESOLVED – to agree to the proposal to renew the Order for the existing sites and to include a request for Deanhill Park, Tudorville Play Area at Walford Road, St Mary's Garden Village and Frome Valley Way to be added to the Public Space Protection Order.**

**M23/12#123 Official Representatives on Outside Bodies**

*To receive reports from Councillors appointed to represent the Town Council on the following bodies.*

Board of the Community Association	Cllr Utting	Current chair stepping down in May with planned changes to the management structure
Basement Youth Trust	Cllr Boylan	Wishes to be replaced as the nominated representative
Parochial Church Council	Cllr Taylor	Thanks had been expressed to those who helped with the tidy up for Remembrance Sunday

**M23/12#124 To confirm date of next scheduled meeting and propose items for consideration.**

Full Council/Management Committee meeting – Monday 8<sup>th</sup> January 2024.  
Change to Official Representatives – Basement Youth Trust/CCTV/  
Office Move/Budget

**M23/12#125 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item. (Item M23/12#109 above refers)**

**Staff in Confidence**

*To confirm outcome of consultation process on the proposed streamlining of staffing establishment.*

**RESOLVED – to confirm the removal of the Markets Officer post.**

There being no further business, the meeting closed at 7.57 p.m.

.....  
Chairman

.....  
Date

**Mayor/Deputy Mayor Diary Engagements: 14<sup>th</sup> November – 11<sup>th</sup> December 2023**

**Mayor**

<b>Start</b>	<b>Subject</b>	<b>Location</b>
Weds 15th Nov, 10:30	Woodside Day Centre Open Event	Ross-on-Wye
Thurs 30th Nov, 09:00	Christmas Jumper Breakfast Harrison Clarke Rickerbys	Ross-on-Wye
Thurs 30th Nov, 18:30	Herefordshire Community Foundation 21st Anniversary	Hereford
Sat 1st Dec, 19:30	Border Belles Annual Concert	Ross-on-Wye
Sun 3rd Dec, 16:00	Ross Community Garden Christmas Fest	Ross-on-Wye
Sat 9th Dec, 11:00	Ross Court Care Home Open Day	Ross-on-Wye
Sat 9th Dec, 19:00	Ross Penyard Singers Winter Concert	Ross-on-Wye

**Deputy Mayor**

Fri 8th Dec, 12:00	Opening of St Mary's Garden Village Community Hub	Ross-on-Wye
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